

## Position Vacancy

# Chauffeur

The U.S. Embassy Tokyo is seeking an individual for employment as Chauffeur in the General Service Office.

**OPEN TO:** All Interested Parties  
**POSITION:** Chauffeur  
**OPENING DATE:** March 4, 2010  
**CLOSING DATE:** March 18, 2010  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** Ordinarily Resident (OR) FSN-3 (exception rate range FSN-4)  
¥4,602,680p.a.  
Not-Ordinarily Resident (NOR) FP-BB

### PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

### BASIC FUNCTION OF POSITION:

Drives assigned vehicles for the U.S. Embassy Motor Pool. Operates the vehicle in the safest, most courteous, secure, and careful manner. Works primarily for the GSO Motor Pool section, but may be occasionally assigned to drive for VIP visits, or for other details as directed. Maintains accurate driving records, vehicle maintenance records, and accident reports. Performs periodic and preventive maintenance on assigned vehicle and other vehicles as directed. Follows special instructions on scheduled trips. Performs special errands as directed by supervisory personnel, and such other manual work as lifting and moving luggage, packages and parcels into and out of the vehicle as required. May be required to work shift hours, evenings, weekends, and holidays based on driver requirements. Performs other duties as assigned.

### QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Secondary school degree required.
2. Prior Work Experience: At least three years experience as professional driver.
3. Language Proficiency: Level II\*(Limited Knowledge) English speaking and reading, and Level IV\*(Fluent) Japanese reading, writing, and speaking ability.
4. Knowledge: Japanese motor vehicle practices, Japanese traffic laws, working knowledge of the Tokyo metropolitan area.
5. Skills and Abilities: Japanese driver's license up to large-sized vehicles (bus and truck). Able to work long, irregular hours and night/day schedules including

weekends and holidays. Be capable of rigorous physical activity, pass an annual physical exam, have 20/20 (corrected) vision, and have normal or better vision (including night vision). Be capable of lifting and moving packages, parcels, and luggage or equipment into/out of the vehicle and have normal, to better than normal reflexes. Must have friendly customer focused positive attitude and ability to follow instructions.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

#### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

#### **TO APPLY:**

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily Resident applicants who are not Japanese citizens **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

#### **SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted. No application materials will be returned to applicants.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

***CLOSING DATE: March 18, 2010***